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3555 LIMITING OF COMPETITIVE BIDDING (REVISED 9/85)

Purchase estimates containing references to brand or trade name or other specifications which have of limiting bidding to one bidder and/or one brand or trade name must be accompanied by a statement explaining why the product specified is necessary for the successful carrying out of the ordering agency services and functions. This statement should include at least the following:

- The unique performance factors of the product specified.

- Why are these specific factors required?

- What other products have been examined and rejected and why?

Purchase estimates submitted without adequate information in support of limiting competitive bidding returned to the originating agency. Acceptance of a purchase estimate and the purchase of the specified product will indicate Office of Procurement, Department of General Services, agreement with the originating agency in conformance with Public Contract Code Section 10301.

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